



citizen★corps



Be Prepared
for Emergencies!

Get a Kit.

Make a Plan.

Be Informed.

Prepare Your Important Documents

In the event of an emergency, having copies of important documents and other valuable information in a safe place can be vital for your well-being. The checklist on the reverse side can be completed according to your personal situation and kept with copies of the documents as a cover sheet.

After you compiled your documents, be sure to keep them in a secure place, such as a bank safe-deposit box where they are less likely to be damaged or lost.

(See reverse side.)

5-07-00463



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Smarter Solutions



Emergency Preparedness Important Documents Checklist

PERSONAL PAPERS

- ☐ Social Security Numbers; important mailing and e-mail addresses, and phone numbers
- ☐ Birth certificates; adoption papers
- ☐ Marriage certificate
- ☐ Citizenship papers; naturalization documentation
- ☐ Drivers licenses; passports; federal and state IDs
- ☐ Shot records; blood types
- ☐ Court orders relating to divorce, child support and custody, alimony or property division

FINANCIAL INFORMATION

- ☐ Wills (last will and testament, living will)
- ☐ Powers of attorney documentation (for financial and health matters)
- ☐ Insurance policies, including policy numbers and coverage limits, addresses and phone numbers of agents or companies
- ☐ Bank accounts with types of accounts and account numbers, and telephone numbers associated with the accounts
- ☐ Credit card account numbers and telephone numbers associated with each account
- ☐ Real estate documents (leases, deeds, mortgages, and promissory notes; closing papers)
- ☐ Vehicle title(s)
- ☐ All bonds, stocks and certificates; sales or installment contracts and finance agreements
- ☐ Additional documents

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